

Aim High, No Limits

ANSTEY JUNIOR SCHOOL

Minutes of Full Governing Body Meeting Held on Wednesday 23 November 2016 at 3.30pm

Present: Geraldine Dawson (Chair) Martin Green
Jenny Jones (Head Teacher) Nigel Lowe
Tim Yates Tracie Brown
Suzanne Hayden Clare Walker
Paul Denton Caroline Prescott

Apologies: Daniel Healy
Lewis Johnston

In Attendance: Rachael McGrath (Deputy Head)
Juliet Woolman (Clerk)

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1.	<p><u>Welcome and Apologies for Absence</u></p> <p>The Chair welcomed those present to the meeting and particularly Caroline Prescott and Paul Denton who were joining as Parent Governors. Apologies were accepted.</p>	
2.	<p><u>Declaration of Pecuniary Interests</u></p> <p>There were no declarations.</p>	
3.	<p><u>Curriculum / Teacher Report – Maths</u></p> <p>Stephanie Morgan presented to the meeting on Moving Forward in Maths. The school had analysed data, looked at weaknesses in this area and created a Maths Action Plan.</p> <p><u>SATs</u> Children in Y6 had sat one arithmetic paper in which they had had to complete 36 questions in 30 minutes; and two reasoning papers with 20 questions in 40 minutes. From these, a standardised score had been produced. Children had been required to do a lot of calculation work and there had been areas where they were not accurate enough. They had also had to apply maths skills in different contexts. Some of the Y6 curriculum had previously been part of the KS3 curriculum and only 1 set of sample papers had been available.</p> <p>HCC had analysed the papers and shown that the questions were related to concepts learned from Y3 onwards. Y6 had had to be taught aspects of the new Y3, 4 and 5 curriculum as well.</p> <p>The aims of the national curriculum in maths were fluency, mathematical reasoning and problem-solving. The school was working hard to develop</p>	

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	<p>children’s fluency but the biggest development area was mathematical reasoning.</p> <p><u>Maths Action Plan</u> Copies of this were circulated. The main objective was to ensure that all pupils achieve ‘are’ and show progress across the school. Other aims were:</p> <ul style="list-style-type: none"> - rapid recall of tables to 12 x 12; - closing the gap in achievement for FSM in all years; - closing the gap in achievement between girls and boys in Y6; - closing any gaps in mathematical learning in Y3. <p>Skills in maths reasoning included making connections, applying facts and knowledge, justifying and systematic thinking.</p> <p><i>Governor Q: is there much of a gap in Y3 this year?</i> Headteacher – there is no gap in writing, a small gap in maths and a larger gap in SPAG. However, the grading from the Infants is teacher assessed. It is a bigger transition to judging what children can do in an independent test situation. Governors commented that Y6 last year had not been stressed about taking SATs tests.</p>	
4.	<p><u>Minutes of the Previous Meeting</u></p> <p>The minutes of the meeting held on 5 October 2016 were agreed as an accurate record and signed by the Chair.</p> <p>Matters Arising <i>Item 3 Working Group on Parental Engagement</i> – this group would be meeting shortly. <i>Item 4.2 Letter to Brian Pope</i> – the letter had been sent to Brian Pope. <i>Item 4.2 Edubase</i> – Governor information had been entered on this. <i>Item 4.2 Skills Audit</i> – see below. <i>Item 11.1 Safeguarding</i> – Governors needed to let the Chair know when they had read the Keeping Children Safe in Education document. <i>Item 11.3 Induction</i> – a meeting would be arranged between the new Governors, the Chair and Headteacher to go through relevant information and assign mentors. <i>Item 12 Report on Higher Achieving Pupils</i> – complete.</p>	ALL GD
5.	<p><u>Headteacher’s Report</u></p> <p>The annual report on Performance Management had been circulated, together with the Headteacher’s Report.</p> <p>The Headteacher explained that detailed Action Plans in English, maths, parental engagement and the quality of teaching and learning underpinned the overall Strategic Plan. The Report also included an update on action in relation to the targets set by Ofsted.</p> <p>In behaviour management, 3 children were currently receiving 1:1 support to enable them to progress and integrate.</p>	

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	<p><u>Governor Questions</u></p> <p>1) <i>What is happening with the request to change the admissions criteria?</i> Headteacher – we currently have a PAN of 64 per year group although the LA can insist at appeal that we go beyond this. In KS1, the PAN cannot be above 30, so, if the Infants are full and all children are moving up to AJS, we have 4 extra places in each year. However, children from the Infants’ school don’t get priority over children in the catchment area. We’ve asked Admissions to change this but they won’t unless the two schools are federated. The next opportunity to raise this is at the 2019-20 Admissions Forum,</p> <p><i>Is this more of an issue for the Infants?</i> Headteacher – it’s a joint issue but individual schools can’t change it. If it’s changed, it would have to apply to all infants’ schools.</p> <p><i>Have we had to turn a child away?</i> Headteacher – we had one child on the waiting list this year as 7 children had applied from other schools but eventually we managed to incorporate everyone.</p> <p><i>Are you happy with the PAN?</i> Headteacher – yes, we wouldn’t want class sizes to be bigger. However, this is an important issue because, if a child from the Infants has to go elsewhere, word will circulate quickly. We need to be able to provide a journey through education for the children.</p> <p>2) <i>Can you emphasise the school’s inclusivity on the website as well as the school’s grades?</i> Headteacher – yes, if we do have to produce a results page, we can do this but we also don’t want to give the impression that this is a special needs school. It was hard for all schools last year but other schools’ results didn’t drop as much as ours.</p> <p>Governors commented that AJS had emphasised the wellbeing of the children.</p> <p>3) <i>Could we request a progress update from Senior Schools for the previous Y6?</i> Headteacher – yes, last year we approached senior schools for an update on children who hadn’t achieved as well as we thought they might.</p> <p>4) <i>Do you have confidence that you can achieve these Y6 targets?</i> Headteacher – we have analysed what the children were achieving at the end of Y5 and are targeting support to those who are nearly at ‘are’.</p> <p>It was noted by the FGB that the targets were discussed and agreed through the performance management process.</p> <p>5) <i>What is happening with the children below 85% attendance?</i> Headteacher – 1 child is hardly attending and 9 outside agencies have been involved with this case. They are currently receiving an education package at home and the Attendance Legal Panel is involved. The aim is to get the child back into education so they will remain on the school’s roll.</p> <p>6) <i>How many children receive behavioural support?</i> Headteacher – 3 children receive 1:1 support and some have a managed lunchtime to support them during this period.</p> <p><i>Do the adults involved get a lunchbreak?</i> Headteacher – yes, they will either get a break or they may only work mornings and lunchtimes.</p>	JJ
6.	<p><u>Chair’s Issues</u></p> <p>6.1 <u>LA Governor</u> – the LA had nominated Lewis Johnston as LA Governor and he was appointed to the FGB.</p> <p>6.2 <u>Training</u> – the Chair reminded Governors that there was a package of training available and encouraged them to keep accessing this. Tracie Brown agreed to check what the Governor passwords would be for the new website. Governors</p>	TB

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6.3	<p>were asked to contribute any ideas towards how the Governor part of the website could be improved.</p> <p><u>Meeting Dates</u> – Governors were reminded to put all relevant meeting dates in their diaries.</p>	<p>ALL</p> <p>ALL</p>
7.	<p><u>Governor Visit Reports</u></p> <p>Martin Green reported on his recent visit to the school to consider higher achieving pupils. Any child could now access the extended content of the curriculum if they showed they were ready.</p> <p>Higher achieving pupils who had come up to the school at the old L3 were still being monitored.</p>	
8.	<p><u>Governor Training</u></p> <p>The skills audit was now complete and new Governors would be completing the forms. Areas which were less well covered were ‘knowing your community’ and ‘SEN’.</p> <p>Induction for New Governors was available in Alton on 18 March 2017.</p> <p>Tracie Brown agreed to notify Lewis Johnston of the dates for Understanding Finance in Schools.</p> <p>An email to access the Spring Training Programme had been sent round and there were several short, useful e-learning programmes which could be completed.</p> <p>Tracie Brown agreed to email Governors to set up a meeting to complete the SEF in the Spring Term.</p>	<p>TB</p> <p>TB</p>
9.	<p><u>Committee Reports</u></p> <p>9.1 Finance Committee</p> <p><i>Governor Q: why is the cumulative surplus so much higher than previously?</i></p> <p>Tracie Brown – this is due to changes in staffing and less expenditure than we expected. We have also received more funding for SEN than expected.</p> <p>Figures for the revised main school budget were as follows: Expenditure: £1,163,035 (one million, one hundred and sixty-three thousand and thirty-five pounds); Income: £1,165,455 (one million, one hundred and sixty-five thousand, four hundred and fifty-five pounds); In Year Surplus: £2,420 (two thousand, four hundred and twenty pounds); Surplus Brought Forward: £84,850 (eight-four thousand, eight hundred and fifty pounds); Cumulative Surplus: £87,270 (eighty-seven thousand, two hundred and seventy pounds).</p> <p>Figures for the revised Extended Schools Budget were as follows:</p>	

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<p data-bbox="204 622 252 656">9.2</p> <p data-bbox="204 927 252 960">9.3</p> <p data-bbox="204 1128 252 1162">9.4</p> <p data-bbox="204 1296 252 1330">9.5</p>	<p data-bbox="295 253 1324 524">Expenditure: £67,380 (sixty-seven thousand, three hundred and eighty pounds); Income: £56,000 (fifty-six thousand pounds); In Year Deficit: £11,380 (eleven thousand, three hundred and eighty pounds); Surplus Brought Forward: £14,164 (fourteen thousand, one hundred and sixty-four pounds); Cumulative Surplus: £2,784 (two thousand, seven hundred and eighty-four pounds).</p> <p data-bbox="295 557 933 591">The revised budgets were approved by the FGB.</p> <p data-bbox="295 622 670 656">Curriculum and Standards</p> <p data-bbox="295 658 1324 893">The Committee had noted that all actions arising from the SATS results had now been completed except one on Parental Engagement. RAISE Online had been reviewed and a plan was now in place to address this. The Committee had discussed the mastery approach and heard about a success story involving a trial which both improved work/life balance for staff and gave children more verbal feedback. This was proving to have more impact and would be rolled out across the school after Christmas.</p> <p data-bbox="295 927 478 960">Strategic HR</p> <p data-bbox="295 963 1332 1095">The Committee had considered the staffing structure and the results of the staff survey. These were positive and staff felt well managed and supported. The Headteacher was preparing an action plan in relation to this. The Committee had also discussed pay structures.</p> <p data-bbox="295 1128 351 1162">Pay</p> <p data-bbox="295 1164 1324 1263">The Committee had received recommendations from the Headteacher regarding teacher and support staff pay. They had also discussed the new Pay Policy.</p> <p data-bbox="295 1296 478 1330">Environment</p> <p data-bbox="295 1332 1332 1565">Two interviews were taking place the next day for the new Site Manager. In the meantime, Nigel Lowe confirmed that essential health and safety and fire management issues were being covered. The Committee had considered several policy updates and had gone through the Health and Safety Policy in detail. This had highlighted the need to designate the Environment Committee as the safety committee for the school, resulting in a change to the Terms of Reference. This change was approved by the FGB.</p>	
<p data-bbox="204 1601 252 1635">10.</p> <p data-bbox="204 1668 268 1702">10.1</p>	<p data-bbox="295 1601 494 1635"><u>Policy Review</u></p> <p data-bbox="295 1668 550 1702">Health and Safety</p> <p data-bbox="295 1704 678 1738">Based on HCC model policy.</p> <p data-bbox="295 1740 1324 1917"><i>Governor Q: do contractors give you a statement of work?</i> Tracie Brown – generally, big jobs are carried out in the school holidays when the children are not here. Headteacher – we have occasionally had scaffolding up during term time but this is made secure. If we have a big contract, we have a pre-meeting and a statement from the contractors.</p> <p data-bbox="295 1919 1260 1995">The Headteacher agreed to change the policy to identify the Environment Committee as the Safety Committee.</p> <p data-bbox="295 1998 798 2031">This policy was approved by the FGB.</p>	<p data-bbox="1356 1942 1396 1975">JJ</p>

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10.2	Pay The Pay Committee recommended the move to a 12-point scale for teachers. This Policy was approved by the FGB.	
10.3	Child Protection This was based on the model HCC policy and was approved by the FGB.	
10.4	Safeguarding This was based on the model HCC policy and was approved by the FGB.	
11.	<u>Date of Next Meeting</u> Wednesday 15 February 2017 at 9.00am	

Signed

Date